

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO A001	3. EFFECTIVE DATE 2/13/2008	4. REQUISITION/PURCHASE REQ NO. NA	5. PROJECT NO (If applicable)
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE		
FAA, Aero Center, Bid and Proposal Officer AMQ-140, Bid and Proposal Office P O BOX 25082 OKLAHOMA CITY OK 73125		FOR MORE INFORMATION CONTACT: Name: Avis Franklin/Office of Acquisition, AMT Team Telephone No. (405) 954-7836 FAX No. (405) 954-3030	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(X)	9A. AMENDMENT OF SOLICITATION NO DTFA-AC-08-R-00152
	X	9B. DATED (SEE ITEM 11) 2/01/2008
		10A. MODIFICATION OF CONTRACT/ORDER
		10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

(X)The above numbered solicitation is amended as set forth in Item 14. **The hour and date specified for receipt of Offers [] is extended, [XX] is not extended.** Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning [1] copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES(such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)
E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return [1] copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**Reference block 9A AVN Support Services SIR**

First: This amendment 0001 is issued to incorporate the revised SIR Attachment 2 -- CRLS (15) pages

Second: As a result Section J is hereby revised to identify the additional pages (See superceding Page 51r).

Third: The hour and date specified for receipt of offerors is not extended and remain March 3, 2007 4:00 P.M. local time.

All offers shall be delivered to FAA, Bid and Proposal Officer (AMQ-140), Room 321, Multi-Purpose Building, 6500 South MacArthur Blvd., P.O.Box 25082, Oklahoma City, OK 73125.

OVERNIGHT-address is 6500, South MacArthur Blvd., Oklahoma City, 73169.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) AVIS FRANKLIN		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY:	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

PART III - SECTION J - LIST OF ATTACHMENTS

<u>ATTACHMENT</u>	<u>TITLE</u>	<u>DATE</u>	<u>NO. OF PAGES</u>
Attachment 1	Statement of Work (rev 2)	Oct. 12, 2007	11
Attachment 2	Contract Data Requirements List A001 – A004	Oct. 12, 2007	15
Attachment 3	DOL Wage Determination 05-2056 (Revision -5) California	08/31/2007	8
Attachment 4	DOL Wage Determination 05-2431 (Revision -5) Oklahoma	09/28/2007	8
CLA 0125 ATTACHMENT	Negotiated Direct Labor Rate Spreadsheet	JAN 1997	3
CLA 1262 – Attachment 1	FAA Requirements for Screening of Contractor Personnel --Contractor	JUL 2001	1
CLA 1262 –Attachment 2	FAA Requirements for Screening of Contractor Personnel -Adjudicative Standards -Contractor	JUL 2001	1

ATTACHMENT 2

CONTRACT DATA REQUIREMENTS LIST (CDRLS)

A001 - A004

CONTRACT DATA REQUIREMENTS LIST (CDRL)					Page 1 of	
A. Contract line Item No. CLIN 0001		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.		F. Contractor		
1. Data Item No. 0001		2. Title of Data Item Monthly Invoice		3. Subtitle Report		
4. Authority		5. Contact Reference SOW 6.1		6. Requiring Office AJW-314C		
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (ADD)	
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission See Blk 14		15. Distribution		
14. REMARKS: 1. Block 12. One month after contract effective date or within one month in order to sink up with contractors billing cycle. 2. Block 13. On a monthly basis. 3. Block 12 & 13: Invoice Report shall be submitted electronically and shall include a Task Summary, DO Funding, Invoice Cover Page, Invoice Billing Hours, and Invoice Hourly Back-up as provided in the attached example format to be used.				a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
				AJW-314C		1
				AMZ-110		1
				AMQ-340		1
				16. Total		3
G. Prepared By: Kadi Barrett		H. Date 10/12/07	I. Approved By			J. Date
17. Price Group			18. Estimated Total Price			

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP, TM, or Other.
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WK	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submittals)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

Summary Page

Government Fiscal Year
 Contract Option Year
 Contract Number
 Contract Date
 Govt Delivery Order Number
 Requisition Date
 Internal Task Number
 Total Obligated Amount

Invoices Summary								
Invoice Number	Start Date	End Date	Date Prepared	Invoice Hours	Invoice Amount	Cumulative Hours	Cumulative Amount	Remaining Amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
Total				0.0	\$	0.0	\$	\$

Funding for Task

Mod #	Amount	Date of Mod	Date Received
Total	\$		

Standard Form 1043 Revised January 1969 Department of the Treasury FORM 1043-100 1043-116		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		YOUR REF NO	
U.S. DISTRICT COURT, DISTRICT OF COLUMBIA 1000 MARYLAND AVENUE WASHINGTON, D.C. 20004		DATE VOUCHER PREPARED		SCHEDULE NO	
FAX ACT'G DIVISION AMZ-110 PO BOX 25710 OKLAHOMA CITY, OK 73125-0013		CONTRACT NUMBER AND DATE		FUND	
		DISPOSITION NUMBER AND DATE			
PAYEE'S NAME AND ADDRESS				DATE INVOICE RECEIVED	
				DISCOUNT TERMS	
				PAYEE'S ACCOUNT NUMBER	
SHIP TO FROM		TO		GOVERNMENT REF NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLE OR SERVICE <i>(Enter description, item number if available of Federal supply schedule, and other information derived herefrom.)</i>	QUAN- TITY	UNIT PRICE COST PER	AMOUNT
	FROM: TO:	SEE ATTACHED 1035			
(If a correction is needed in any item, the payee must NOT use the space below. TOTAL \$0.00					
PAYMENT <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR BY *	EXCHANGE RATE	DEDUCTIONS		
			Amount verified, correct for (Signature of official)		
Payment to authority vested in me, I certify that this voucher is correct and proper for payment					
(Date)		(Authorized Certificate Officer)		(Title)	
ACCOUNTING CLASSIFICATION					
CHECK NUMBER	ON ACCOUNT OF U.S. DEPT. OF		CHECK NUMBER	ON (Name of bank)	
CASH	DATE		PAYEE		
When stated in foreign currency, insert name of currency. If the dollar is the unit of account, the dollar is the unit of account. Otherwise the approving officer will state in the space provided over his official title. When a voucher is received in the name of a company or corporation, the name of the person making the receipt or corporate name, as well as the signature in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.					
Previous edition obsolete					
U.S. GOVERNMENT PRINTING OFFICE: 1969-0-391-230-216-50					
PRIVACY ACT STATEMENT This document is prepared in accordance with the provisions of the Privacy Act of 1974, for the purpose of collecting, maintaining, and disseminating information. The information is required to identify the particular individual and the reasons for his or her inclusion in this information will be held confidential and not be disclosed to the public.					

INVOICE

Invoice No. _____
 Page No. _____
 Billing Date: _____
 Billing Period - FROM: _____
 TO: _____

DESCRIPTION

TO: FROM:

FAA Accounting Division, AMZ-110
 PO Box 25710
 Oklahoma City, OK 73125-4131

Contract No. _____ Task Order No. _____ Task # _____
 Task Order Amount: (Entire Amount on DO) \$0.00

Labor Hour Category _____
 List OT, ND, SD separately

	Obligated Amount	Current Rate	Current Hours	Current Billable	Cumulative Hours	Cumulative Billable	Remaining Amount
TOTAL Direct Labor Hours			0.0	\$0.00	0.0	\$0.00	
Other Charges:							
Travel							
Time and Materials							
Subcontract/Other ODC							
TOTAL Other Charges				\$0.00		\$0.00	
BILLING TOTAL	\$0.00		0.0	\$0.00	0.0	\$0.00	\$0.00

FY

Invoice #

Task #

Pay Period 1 (PP1):

to

Pay Period 2 (PP2):

to

Labor Category	Employee Name	Company	Regular Hours	OT Hours	Night Diff Hours	Sunday Diff Hours
Individual Position Title	Name		PP1	PP2	PP1	PP2
Individual Position Title (Total # of positions)						
Total Direct Labor Hours for Task						

Other Charges	
Travel	\$ -
Time and Materials	\$ -
Subcontract/Other ODC	\$ -
1% Handling Fee on Subcontract Charge	\$ -
Total Other Charges	\$ -

CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of	
A. Contract line Item No. CLIN 0001		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No.		F. Contractor	
1. Data Item No. 0002		2. Title of Data Item Security Report		3. Subtitle	
4. Authority		5. Contract Reference SOW 6.1		6. Requiring Office AJW-314C	
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required		10. Frequency Quarterly	11. As of Date (AOD)
12. Date of First Submission July 5, 2007		13. Date of Subsequent Submission See Blk 14		15. Distribution	
14. REMARKS: 1. Block 13. On the fifth day of each subsequent quarter or January, April, July, October the fifth of every option year. 2. Block 12 & 13: Security Report shall include contract number, name of contractor in alphabetical order according to last name, Task to which assigned, location of duty station, date of hire, termination date (if applicable), and date of birth.				a. Addressee	b. Draft Copies
				c. Final Copies Reg.	d. Final Copies Repro
				AJW-314C	1
				AMC-750	1
				AMQ-340	1
				16. Total	3
G. Prepared By: Kadi Barrett		H. Date 10/12/07		I. Approved By	
				J. Date	
17. Price Group				18. Estimated Total Price	

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

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- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WK	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)					Page 1 of	
A. Contract line Item No. CLIN 0001		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.		F. Contractor		
1. Data Item No. 0003		2. Title of Data Item Travel Authoriz		3. Subtitle Form		
4. Authority		5. Contract Reference SOW 6.2		6. Requiring Office AJW-314C		
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required		10. Frequency Quarterly	11. As of Date (AOD)	
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission See Blk 14		15. Distribution		
14. REMARKS: 1. Block 12. At least 1 month prior to the travel date or as soon as the contract employee is informed of the need to travel. 2. Block 13. Each time travel is required under a TPWS, at least 1 month prior to the travel date or as soon as the contract employee is informed of the need to travel. 3. Block 12 & 13: Travel Authorization Form shall include contract/task number, name of contractor traveling, reason for traveling, means of travel information, lodging, and cost associated with each. Government authorization has to be received to ensure sufficient funding is available before traveling. The attached travel form shall be used.				a. Addressee	b. Draft Copies	c. Final Reg. Copies Repro
				AJW-314C		1
				AMQ-340		1
				15. Total		2
G. Prepared By: Kadi Barrett		H. Date 10/12/07	I. Approved By		J. Date	
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"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s). If data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

Travel Authorization Form

Name: _____

Contract / Task Number: _____ Dates of travel: _____

Reason for travel: _____

Air / Train	Air	Confirmation #	_____	
	Carrier: _____	Phone:	_____	
Departed	Mo/ Day /Yr	Time	Arrived	Mo/ Day /Yr Time
				Cost: _____

Auto Rental	Amount / day x amount of days Size: Compact (unless otherwise authorized)	Confirmation #	_____	
	Company: _____	Phone:	_____	
Privately Owned Vehicle:	yes no	Government:	yes no	
Estimated mileage:	_____			Cost: _____

Miscellaneous	Taxi: _____
Metro: _____	Tolls: _____
Other: _____	Misc. Cost: _____

Hotel / Lodging	Per diem / day x number of days Hotel Name: _____	Confirmation #	_____	
	Address: _____	Phone:	_____	
M & IE:	_____			Hotel Cost: _____
	Travel days (75% of M & IE) Mission days (100% M & IE) x number of days			M & IE Cost: _____

Government Authorization: _____ Estimated Total Cost \$0.00

Signed by CO, COR, or COTR

Task Manager: _____

Approval signature

CONTRACT DATA REQUIREMENTS LIST (CDRL)					Page 1 of	
A. Contract line Item No. CLIN 0001		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.		F. Contractor		
1. Data Item No. 0004		2. Title of Data Item Status Meetings			3. Subtitle	
4. Authority		5. Contact Reference SOW 6.1			6. Requiring Office AJW-314C	
7. DD 250 Req'd N/A	8. APP Code		9. Distribution Statement Required		10. Frequency Quarterly	11. As of Date (AOD)
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission See Blk 14			15. Distribution	
14. REMARKS: 1. Block 12. Five days after first quarterly meeting. 2. Block 13. Five days after subsequent quarterly meetings.				a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
				AJW-314C		1
				AMQ-340		1
				16. Total		2
G. Prepared By: Kadi Barrett		H. Date 10/12/07		I. Approved By		J. Date
17. Price Group				18. Estimated Total Price		

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP, TM, or Other.
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.